

Job Opportunity Bulletin

Post Date: **AUGUST 28, 2013**

COMMUNITY PROGRAM SPECIALIST II

Salary Range: \$4,400 - \$5,508
Permanent, Full Time

FINAL FILING DATE: SEPTEMBER 12, 2013

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

This position will be the lead staff for the Risk Management Project. The project is implemented through an independent risk management contractor. The contractor provides analysis of Special Incident Report data used to prevent and mitigate risk factors for people with developmental disabilities in the community. The Risk Management Project is a key component of the DDS quality management system and quality assurances in the Federal Home and Community-Based Services waiver.

For complete duties, please see the duty statement on the following page.

Please refer to:

Position # 473-215-8352-007

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES OF:

- ❖ The California Developmental Disabilities Service system
- ❖ Microsoft Word, Excel, Powerpoint and Outlook
- ❖ Analytical concepts, principles and techniques
- ❖ Policy and systems analysis and program evaluation
- ❖ Project management principles (work plan development and budgeting)

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date of September 12, 2013.

Please be sure to include the **basis of your eligibility** and **position #473-215-8352-007** on your application.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: Claudia.Lutz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY SERVICES AND SUPPORTS DIVISION
COMMUNITY AND QUALITY MANAGEMENT BRANCH
QUALITY MANAGEMENT SECTION**

DUTY STATEMENT

JOB TITLE: Community Program Specialist II

POSITION #: 473-215-8352-007

GENERAL STATEMENT OF DUTIES: Under the general direction of the Chief of the Quality Management Section, the Community Program Specialist II (CPS II) will perform analytical and administrative assignments associated with quality management initiatives and projects related to services for individuals with developmental disabilities such as the Quality Assessment (QA) Project, the Risk Management project, Direct Support Professional Training (DSPT) Project, and the Quality Management Executive Committee (QMEC). The CPS II position requires excellent analytical, critical thinking, strong writing skills, and experience with data management.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Indoor setting, open-spaced partitioned office in a smoke-free environment. Approximately 5% travel, tight timelines, sitting for extended periods of time while using a personal computer or reviewing documents and working papers.

EXAMPLES OF DUTIES:

The CPS II will perform duties including, but not limited to:

- 30% Providing critical contract oversight to the risk management contractor, an integral part of the DDS Risk Management project, including clarification of expectations, development of a plan, scheduling of timelines, monitoring/reporting on progress towards outcomes and achievement of outcomes.
- 15% Editing multiple reports of data findings; create internal summative documents regarding the project and report findings for DDS internal use; coordinate technical support to regional centers; and, provide staff support for any DDS QIS implementation activities related to findings.
- 15% Preparing related budget proposals, regulations, bill analysis and other written communications.
- 15% Collecting, organizing, maintaining, analyzing and developing reports and recommendations on performance and fiscal data.
- 10% Maintaining effective, ongoing communications and provision of technical assistance and support to regional centers and other contractors/stakeholders.
- 10% Participating in project groups, either as a team leader or team member.
- 5% Collaborating internally with departmental staff and externally with other State agencies.

PERFORMANCE REQUIREMENTS:

Knowledge of:

- Analytical concepts, principles, and techniques;
- Government structure, organization and function;
- The California Developmental Disabilities Service system;
- Policy and systems analysis and program evaluation;
- Project management principles, including work plan development and budgeting;
- Use of computer hardware and software, including Microsoft Word, Excel, PowerPoint and Outlook;
- The DDS' Quality Management system, mission, and values; and
- It is desirable that the CPS II has an understanding of: the processes of community and group interaction in developmental disabilities planning procedures; current trends and promising practices in developmental disabilities, and public health.

Ability to:

- Manage multiple projects in order to meet Departmental goals and objectives;
- Communicate effectively, verbally and in writing, the results of analytical processes;
- Work collaboratively in multidisciplinary teams, and develop and maintain cooperative and harmonious relationships with regional center and developmental center administrators, other state agencies, peers, the public, and others;
- Apply analytical concepts, and reason logically to develop and recommend solutions or policy;
- Work in a lead capacity and coordinate work of others;
- Perform legislation review and analysis;
- Apply quality management principles and techniques;
- Represent the Department, as requested by the supervisor; and
- Work independently and as part of a team.

CERTIFICATION OR LICENSE: None.

ALTERNATIVE TO MINIMUM QUALIFICATIONS: None.